

Tender Reference No. GEN-II/118/2020-21/07

**UNIVERSITY OF DELHI
DELHI – 110007**



Supply of Gold Plated Silver Medal and Silver Medal (BIS hallmarked)

e-TENDER DOCUMENT

UNIVERSITY OF DELHI

GENERAL BRANCH-II

Room No: 209, 2nd Floor, New Administrative Block, University of Delhi,
Delhi-110007

Tel-Fax: 011-27666764 and

Email: gb2@admin.du.ac.in

E-PROCUREMENT TENDER NOTICE

University of Delhi invites tenders under Two Bids System (Technical and Financial) from reputed & eligible agencies through e-procurement for Supply of Gold Plated Silver Medal and Silver Medal purity (BIS Hallmarked).

Item	Details / Date
EMD	Bid Declaration Form
Bid Document Download Starts Date	06.02.2021 at 9.30 pm
Bid Submission Start Date	06.02.2021 at 10.00 am
Bid Submission End Date	13.02.2021 at 03.00 pm
Bid Opening Date	13.02.2019 at 03.30 pm

Notes:

- (i) All details regarding the subject tender are available on our websites www.du.ac.in and <https://eprocure.gov.in/eprocure/app>. Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) Clarifications/ queries, if any, can be addressed to the Section officer (General Branch-II) on telephone no. 011-27666764 and email: gb2@admin.du.ac.in

REGISTRAR

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1. INTRODUCTION

The University of Delhi is the premier University of the country and is known for its high standards in teaching and research and attracts eminent scholars to its faculty. It was established in 1922 as a unitary, teaching and residential University by an Act of the then Central Legislative Assembly.

2. Scope of Work

- 2.1 University of Delhi requires 180 Gold Plated Silver Medals and 01 Silver Medals for its Annual Convocation- 2021

3. TERMS & CONDITIONS

- 3.1 The Contract shall be valid for a period of one year from the date of issue of first Purchase Order and no upward revision will be allowed during the period of contract.
- 3.2 All Gold Plated Silver Medal and Silver Medal shall be supplied within stipulated time.
- 3.3 The quantity mentioned in the tender document may vary depending upon requirement. If required, the University may place Purchase Orders from time to time depending upon operational requirements at the approved rate(s).
- 3.4 Rate should be quoted including all taxes, charges i.e. freight, labour, **Engraving**, transportation and other Charges, if applicable.
- 3.5 Proportionate deduction on account of variations in specification/brand of the product shall be made from the bill of the bidder and in case of medals being supplied to be inferior by more than 15% of the specification, the entire lot of that particular supply shall be rejected at the cost of the tenderer & shall be replaced by the Tenderer at no extra cost.
- 3.6 The University reserves the right to extend the time lines for delivery of medals & decision taken by the University shall be abiding on the bidder.
- 3.7 All the medals are to be supplied to Examination Branch-IV, University of Delhi North Campus, Delhi – 110007, in Separate boxes for each medal for specified quantity.
- 3.8 Prior to the acceptance of the bid, the University reserves the right to ask for samples or demonstrations and the bidder will be liable to supply the samples or give the demonstration free of cost, which will be sent for testing at its chosen lab which shall not be objected by bidder.
- 3.9 The Bidder will be responsible to make all arrangement to ensure complete security and secrecy with regard to the safe custody and timely supply of the medals to the University.
- 3.10 The University will not be responsible in case of any loss of medals while in transit.
- 3.11 A Penalty of 4% per week subject to a maximum of 10% on the proportionate amount of the bill on account of delayed supply of the medals will be imposed in case the supply is not made within the stipulated period. However, if the supply is made beyond 30 days from due date. Appropriate action will be initiated s per Bid declaration form.

- 3.12 Tax shall be deducted as applicable as per rules on all bills.
- 3.13 The technical bids shall be opened online on the scheduled date and time and the samples of Gold Plate Medal /Silver Medal submitted by the bidders along with their technical bid shall be technically verified.

4. TECHNICAL AND QUALIFYING CRITERIA

- 4.1 The bidder should have been in the business of Supply of Gold Plated Silver Medal and Silver Medal at least from last Two years or more. **(A scanned certificate from the authorized signatory to be attached along with the technical bid).**
- 4.2 The Bidder should have undertaken and successfully completed Two similar or related Work Orders of value of at least **Rs. 01 lakhs in** different Government Department/PSU/Company incorporated under the act/University/Institutions etc. in last three years **(Scanned copy must be attached with the technical bid)**
- 4.3 Copies of Service Tax Registration certificate, GST Registration Certificate and PAN certificate have to be attached with Bid. **(Scanned copy must be attached with the technical bid)**
- 4.4 The bidder shall indicate the complete address of the firm with the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers. **(Scanned copy must be attached with the technical bid)**
- 4.5 The bidder must submit an Undertaking on its letter head that they have not been blacklisted by any State Government/Central Government/Public Sector Undertaking/University in India. **(Scanned copy must be attached with the technical bid)**
- 4.6 A tender acceptance letter must be attached along with the technical bid as per Annexure-IV.
- 4.7 A Bid Security Declaration form must be attached along with the technical bid as per Annexure-V.

5. BID SUBMISSION

- 5.1 "Technical Bid" shall comprise of all documents as per **Annexure-I**.
- 5.2 "Financial Bid" shall comprise of the price bids of the items included in **Annexure-II**.
- 5.3 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal (**Annexure.IV**)
- 5.4 Bid Security Declaration Form (**Annexure V**)
- 5.5 Conditional tenders will not be accepted.
- 5.6 Manual bids shall not be accepted.
- 5.7 Bids shall be submitted online only at CPP portal: <https://eprocure.gov.in/eprocure/app>.
- 5.8 Bidder are advised to follow the instructions provided in the „Instructions to the bidder for the e-submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app>.
- 5.9 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 5.10 Bidder who has downloaded the tender from the University website www.du.ac.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and the tenderer is liable to be banned from doing business with Delhi University.
- 5.11 Intending bidder are advised to visit again University website www.du.ac.in and CPP Portal <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

6. OPENING OF FINANCIAL BID AND EVALUATION

Financial bid of only eligible and technically qualified bidder will be opened. The lowest financial bid in respect of each category/brand of medals will be considered separately for the award of work as per terms and condition.

7. FINAL DECISION MAKING AUTHORITY

The University reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by the university to the bidder(s).

8. SUMMARY REJECTION OF TENDER:

The tenders not accompanied with Bid Security Declaration Form shall be summarily rejected. Similarly, if the bidder proposes any alternation in or additions to the prescribed form of tender or decline to carry out any work of the tender document; or any conditions mentioned, etc., his tender is liable to be rejected.

9. AMENDMENT OF TENDER DOCUMENT:

- 9.1 Before the deadline for submission of tender, the University may modify the

tender document by issuing addendum/corrigendum.

- 9.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the University website (www.du.ac.in) and CPP portal <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

10. PERFORMANCE BANK GUARANTEE:

- 10.1 The Performance Bank Guarantee of 3% of the total tender value shall be deposited by the successful bidder within the 10 days after issuance the letter of intent/purchase order. The Performance Guarantee shall be accepted in the shall be in favour of "Registrar, University of Delhi", payable at Delhi with a validity of months in following manner:-
- i. **Fixed deposit receipt (FDR) of a nationalized bank (16 months validity)**
 - ii. **Bank Guarantee (As per Annexure-III) (16 months validity)**
- 10.2 The Performance Guarantee will be refunded without any interest after the completion of period.
- 10.3 In case of non-submission of Performance Bank Guarantee within specified time, the University may consider to blacklist the bidder.

11. FORCE MAJEURE:

The second party, against the other, in case of any failure or omission or calamities such as fires, floods, earthquakes, hurricanes, or civil strikes, under any statute or regulations of the Government, lock-outs, strikers, riots, embargoes from any political reasons beyond the control of any part including war (whether declared or not), civil war or state of insurrection shall give notice to other party within 30 days of the occurrence of such incident that on account of the above event the notifying party has delayed the performance of its work as it was beyond its reasonable control and it has not occurred due to negligence or default on its part.

Either party, as and when gives notice of force majeure shall provide confirmation of such event in the form of a certificate from the Government department or agency or chamber of commerce. The parties shall be relieved of their respective obligations to perform, hereunder for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the event of force majeure is established as provided hereinabove.

12. ARBITRATION AND SETTLEMENT OF DISPUTES:

In the event of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement), the same shall be referred to sole arbitration of the Registrar or any other person as approved by the Vice-Chancellor, University of Delhi. There will be no objection for any such appointment on the found that the arbitrator is an Employee of University of Delhi or that he/she has to deal with the matter to which the agreement relates or that in course of his/her duties as University of Delhi Employee he/she has express

views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties.

The arbitrator may from time to time with the consent of parties change the time for making and publishing the award. Subject to India Arbitration and Conciliation Act 1996 and the Rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause. The proceedings of the arbitration shall be carried out in Delhi with its jurisdiction of courts at Delhi.

13. TAXES AND DUTIES: The GST taxes and duties should be quoted separately be mentioned in the bid. In the event of an increase in taxes/duties, the extra Liability on account of these taxes shall be borne by University of Delhi. Similarly in the and clearly. The terms such GST as Taxes and duties as applicable or at actual should not event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to University of Delhi.

14. TERMS OF PAYMENT

14.1 PAYMENT MODE: Payment will be made to the bidder against the Bill by way of ECS/RTGS after deducting the TDS as applicable.

INSTRUCTIONS FOR ONLINE BID SUBMISSION:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC"s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders“ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders" dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

UNIVERSITY OF DELHI

Annexure-I

TECHNICAL BID

1. Name of the Company
2. Address (with Tele No. fax No. & e-mail)
3. Contact person Name and mobile number
4. The number of years of experience in the business. _____
5. (a) Registration Number _____
 (b) GST Number _____
 (c) PAN Number _____
6. Whether owned/rented.
7. Bank details:
8. **Confirm the Attachment:-**

S. No.	Document	Whether attached	Page No.
1.	Whether the firm is in existence for two years or more in the business. If yes, necessary supportive document should be attached?	Yes/ No	
2.	Have you attached the copies of two similar or related Work Order of value of at least Rs. 1 lakhs.	Yes/ No	
3.	Whether copy of Service Tax Registration Certificate, GST Registration Certificate and PAN Certificate.	Yes/ No	
4.	Have you attached the copy of complete address of the Company Office alongwith the name(s) of the contact person(s) and their telephone/Fax/Mobile numbers.	Yes/ No	
5.	Have you attached a letter that they have not been blacklisted by any State Government/Central Government/Public Section Undertaking/University in India in last 3 years.	Yes/ No	
6.	Have you attached a tender acceptance letter.	Yes/ No	
7	Bid Security Declaration Form	Yes/ No	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case any deviation is found in the above statement at any stage, the company will be black-listed and will not have any deal with the Organizations in future.

**Authorized Signature
with Seal of Company**

UNIVERSITY OF DELHI**ANNEXURE-II****FINANCIAL BID**

Sl. No.	Description	Rate / unit (in Rs.)	GST/Taxes/ Levies	Total Amount (Inclusive of all taxes/Levies etc.)
1.	Gold Plated Medal Wt. 10 grams each (Base metal: Silver 99.9 purity) 3 cm Diameter			
2.	Silver Plated Medal 10 grams each (Base metal: Silver 99.9 purity) 3 cm Diameter			

Bidder
Signature of Authorized person
With seal of firm

**Form of Performance Guarantee
Bank Guarantee Bond**

1. In consideration of the University of Delhi (hereinafter called "The University") having offered to accept the terms and conditions of the proposed agreement between _____ and _____ (hereinafter called "the said Contractor (s)") for the work _____ (hereinafter called "the said agreement") having agreed to production of a irrevocable Bank Guarantee for Rs. _____ (Rupees _____ only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and condition in the said agreement.

We, _____ (indicate the name of the Bank) _____ (hereinafter referred as "the Bank") hereby undertake to pay to the University an amount not exceeding Rs. _____ (Rupees _____ only) on demand by the University.

2. We, _____ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the University stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____ only).

3. We, the said bank further undertake to pay the University any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Contractor (s) shall have no claim against us for making such payment.

4. We, _____ (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the University under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Registrar, University of Delhi, on behalf of the University certified that the terms and conditions of the said

agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharge this guarantee.

5. We, _____(indicate the name of the Bank) further agree with the University that the University shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of terms and conditions of the said agreement or to extent time of performance by the said Contractor(s) from to time or to postpone for any time or from time to time any of the powers exercisable by the University against the said contractor (s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor (s) or for any forbearance, act of omission on the part of the University or any indulgence by the University to the said contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect or so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
7. We, _____(indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the University in writing.
8. This guarantee shall be valid upto _____unless extended on demand by the University. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. _____ (Rupees _____only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date the -----day of -----for------(indicate the name of the Bank)

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender / Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted/debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,
(Signature of the Bidder, with Official Seal)

Bid Security Declaration Form

Date: _____ Tender No. _____

To

The Registrar
University of Delhi
Delhi

Ref: Tender document No. dated _____

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

CHECK LIST

Sl. No.	Description	Page No.	Remarks, if any
1	Bid Security Declaration Form		
2	Annexure – I (Technical Bid)		
3	Annexure – II (Financial Bid)		
4	Annexure – III (PBG)		
5	Annexure – IV (Tender Acceptance Letter)		